Tommy G. Thompson Governor

Gerald Whitburn Secretary



State of Wisconsin

Department of Health and Social Services

DIVISION OF HEALTH

1 WEST WILSON STREET P. O. BOX 309 MADISON WI 53701-0309

MEMORANDUM

DATE:

April 18, 1994

TO:

All Wisconsin Medical Assistance Certified Medical Day Treatment Providers

FROM:

K. B. Piper, Director

Bureau of Health Care Financing

RE:

Wisconsin Medical Assistance Provider Handbook, Part H, Division III

Enclosed is the first issue of the Wisconsin Medical Assistance Provider Handbook, Part H, Division III, for medical day treatment services.

Future updates to this handbook may occur either as replacement pages or as a complete revision, depending on the frequency and volume of changes. Upon receipt, all updates should be recorded on the Transmittal Log and inserted into the appropriate area of the handbook.

Please note that all providers must use the claim sort indicator "P" when submitting claims. This is only a change for those programs that are board owned and operated. Refer to Appendix 2 of this handbook for more information.

I hope you find this handbook helpful in getting your claims paid quickly and efficiently and in resolving any billing problems you may encounter. As you use this handbook, you may find sections which are unclear or things we have forgotten. Please share your ideas with us on how we can improve this and any other area of provider communications.

We appreciate the services you provide to Wisconsin residents and thank you for participating in the Wisconsin Medical Assistance Program.

KBP:dd PC03136.CW/HB

Enclosure

PART H, DIVISION III MEDICAL DAY TREATMENT TRANSMITTAL LOG

This log is designed as a convenient record sheet for recording receipt of handbook updates. Each update to Part H, Division I, of the handbook is numbered sequentially. This sequential numbering system alerts the provider to any updates not received. Providers must delete old pages and insert new pages as instructed. Use of this log helps eliminate errors and ensures an up-to-date handbook.

If a provider is missing a transmittal, please request it by transmittal number. For example, if the last transmittal number on your log is 3H-3 and you receive 3H-5, you are missing 3H-4. If a provider is missing a transmittal, copies of <u>complete</u> provide handbooks may be purchased by completing the form in Appendix 36 of Part A of the WMAP Provider Handbook.

`ransmittal		
Number	Initials	Issue Date
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WMAP Provider Handbooks, Part H, Division III

Issued: 04/94

INTRODUCTION

The Wisconsin Medical Assistance Program (WMAP) is governed by a set of regulations known as the Wisconsin Administrative Code, Rules of Health and Social Services, Chapters HSS 101-108, and by state and federal law. These regulations are interpreted for provider use in two parts of the WMAP provider handbook. The two parts of the handbook are designed to be used in conjunction with each other and with the Wisconsin Administrative Code.

<u>Part A</u> of the WMAP handbook includes general policy guidelines, regulations, and billing information applicable to all types of providers certified in the WMAP. The <u>service specific</u> part of the handbook includes information on provider eligibility criteria, covered services, reimbursement methodology, and billing instructions. Each provider is sent a copy of the Part A and appropriate service specific part of the handbook at the time of certification.

Additional copies of provider handbooks may be purchased by completing the form in Appendix 36 of Part A of the WMAP Provider Handbook.

When requesting a handbook, be sure to indicate the type(s) of service provided (e.g., physician, chiropractic, dental) and document number.

It is important that both the provider of service and the provider's billing personnel read all materials prior to initiating services to ensure a thorough understanding of WMAP policy and billing procedures.

NOTE: For a complete source of WMAP regulations and policies, the provider is referred to the Wisconsin Administrative Code, Chapters HSS 101-108. In the event of any conflict in meaning between HSS 101-108 and the handbook, the meaning of the Wisconsin Administrative Code will hold. Providers may purchase HSS 101-108 from Document Sales at the address indicated in Appendix 3 of Part A of the WMAP Provider Handbook.

Providers should also be aware of other documents, including state and federal laws and regulations, relating to the WMAP:

- Chapter 49.43 49.497, Wisconsin Statutes.
- Title XIX of the Social Security Act and its enabling regulations, Title 42 Public Health, Parts 430-456.

A list of common terms and their abbreviations appears in Appendix 30 of Part A of the handbook and also in the Wisconsin Administrative Code, Chapter HSS 101.

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